

18 June 1970

MEMORANDUM FOR THE RECORD

Subject: DDP Personnel Officer briefing on submitting language requirements

Project:

1.  DDP's representative on the Language Development Committee, had a meeting with DDP personnel officers on 17 June 1970 for the purpose of briefing them on submitting language requirements in accordance with Headquarters Regulation  and  representing PMCD/OP;  representing the Office of Training; and  representing Office of Computer Services were also in attendance to answer any questions that may arise.

2. The Office of Training (O.T.) conducted the majority of the briefing, explaining the objectives of the Language Development Program, the Language Control Register and how requirements should be submitted. O.T. presented a preliminary form, designed by M&P Branch/OCS, that will be utilized for submitting language requirements.  said O.T. would finalize the form and prepare user instructions within two days, that would be distributed to the personnel officers.

3. After the briefing, there was a question and answer period. Many of the personnel officers questioned the inability to list multiple languages with a specific position on the Language Control Register.

4. Following the meeting, I requested the Office of Training to coordinate the final design of the form with OCS to insure that all input requirements were met.

Group Leader/HRS

☐ UNCLASSIFIED

☐ INTERNAL

☐ CONFIDENTIAL

☒ SECRET

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## ROUTING AND RECORD SHEET

SUBJECT: (Optional)

Guidelines and Instructions for submitting Language requirements  
on the Position-Language Control Form.

FROM:

EXTENSION

NO.

DATE

23 Jun 70

TO: (Officer designation, room number, and  
building)

DATE

OFFICER'S  
INITIALS

COMMENTS (Number each comment to show from whom  
to whom. Draw a line across column after each comment.)

1.

2.

3.

4.

5.

6.

7.

8.

9.

10.

11.

12.

13.

14.

15.

6/23/70 6/23/70

Q

Good material -  
Much needed

6/24/70 6/24/70

L.H.

Good

6/25/70 6/25/70

MC.

Very good -

6/24 6/24

CSB

6/24/70 6/24/70

AK